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OFFICE OF DEFENSE MOBILIZATION  
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Program Memorandum X-5

TO HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Action to be Taken on Receipt of the ALERT SIGNAL by Employees of the Executive Branch of the Federal Government

1. By direction of the President, emergency relocation plans, both at the Seat of Government and elsewhere, will be activated immediately on receipt of the ALERT SIGNAL. The ALERT SIGNAL is a steady blast of three to five minutes duration. (FCDA Advisory Bulletin 182, March 4, 1955.)
  - a. Employees of the Executive Branch having emergency relocation site assignments will, on receipt of the ALERT SIGNAL, proceed to their emergency relocation site in accordance with their Department or Agency instructions.
  - b. Employees of the Executive Branch not having emergency relocation site assignments will, on receipt of the ALERT SIGNAL, follow the instructions given to the public by local civil defense authorities. Such instructions will be conveyed by all possible means of communication - radio, public address systems and personal direction. In the District of Columbia, all employees of the Executive Branch will immediately evacuate the area.
  - c. The instructions in paragraph "b" are subject to necessary exceptions for personnel having other emergency assignments which prevent their immediate evacuation.
2. Each Department and Agency is responsible for instructing all its employees, both those having relocation assignments and those who do not, with respect to actions to be taken by them on receipt of the ALERT SIGNAL. Such instructions will be consistent with such routes and procedures as may be prescribed by local civil defense authorities.
3. The Heads of Departments and Agencies having emergency relocation sites will proceed to their relocation sites on receipt of the ALERT SIGNAL, and be "on call" for such meetings at such times and places as the President may designate.

  
Arthur S. Flemming